

Maine CACFP
HOMES CLAIM PROCESS:

1. Complete top section (self-explanatory).
2. Report number of Tier I Homes under sponsorship. The # sponsored is usually the same as the # operating but not necessarily. You may sponsor 10 but one provider may be away on vacation for 2 months so you would report that provider as sponsored but not operating in that month.
3. Number of Days Operated: Use the highest number. For example, if one provider only operated 20 days but another operated 22 days, document 22 days.
4. Average Daily Attendance: Count up the number of children in attendance each day in each home, total and divide by the number of days operated.
5. Use the same method for Tier II All Lower and Tier II Mixed Homes. (You probably don't have any Tier II Homes All Higher).
6. Number of meals claimed for Tier I Homes: Total all meals and snacks claimed in Tier I Homes.
7. Number of meals claimed for Tier II Homes at Higher Rate: This is where you would document the number of meals claimed for Tier I children in a Tier II Mixed home.
8. Number of meals claimed for Tier II eligible children: This is where you document the number of meals claimed for Tier II children in both Tier II Mixed and Tier II Lower homes.
9. Remember to identify the type of supplements (snacks) i.e. AM, PM or Evening.
10. Administrative Costs: Report actual expenses incurred in the month. Admin. expense would be salaries/fringe for staff involved in the Administrative aspect of the Home sponsorship, i.e. Brenda Hughes. (It may or may not include her entire salary – she may spend 75% of her time on Homes administration and 25% on Center administration.) Other expenses – self-explanatory.
11. CCI authority/preparer same as Centers. Send claim in **by the 15th of the following month.**